



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 13, 2014

Emily Block
2507 S. 2nd Ave
Marshalltown, IA. 50158

Dear Child Care Provider,

This letter is in regards to the October 24, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

MISSING ONE CHILD'S FILE.

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

MISSING FOR FOUR.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

MISSING FOR FOUR.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

MISSING FOR FOUR.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health,

allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

MISSING FOR EIGHT

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

MISSING FOR NINE.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

MISSING FOR FOUR.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

MISSING FOR FOUR.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

MISSING FOR FOUR.

☐ 110.5(9) The provider meets the following requirements:

☐ 110.5(9)a Gives careful supervision at all times.

PROVIDER HAS 6 KIDS UNDER 18 MONTHS. 2 KIDS WENT INTO BATHROOM, LOCKED HER OUT OF BATHROOM AND WOULDN'T OPEN THE DOOR FOR 5-10 MINUTES.

☐ 110.5(9)c Gives consistent, dependable care.

☐ 110.8(1)a Not more than six preschool children present at any one time including infants.

THERE WERE 7 PRESCHOOL KIDS OF WHICH, 4 CHILDREN WERE UNDER 24 MONTHS.

☐ 110.8(1)a Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

NO MORE THAN 3 UNDER 18 MONTHS- THERE WERE 4 UNDER 18 MONTHS.

☐ 110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.

9 CHILDREN WERE PRESENT WITH NO ASSISTANT. IF YOU ARE OUT OF COMPLIANCE AGAIN IN REGARDS TO YOUR NUMBERS- FOR EACH CATEGORY- IT CAN BE GROUNDS FOR REVOCATION.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at 319-292-2360 if you have any questions regarding this letter.

Sincerely,

Patricia Smart
Social Worker II

Natalie Clapp

Social Work Supervisor

Department of Human Services

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 641-650-1532.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).